

Jennifer L. Foley

PROFESSIONAL EXPERIENCE:

Department Administrator II – Medical College of Wisconsin: Institute for Health & Humanity (April 2014 – Present), MSTP Program (May 2015 – July 2022), Department of Microbiology & Immunology, Center for Immunology, Electron Microscopy Facility, Center for Microbiome Research, Center for Infectious Disease Research, (May 2015 – June 2021), Milwaukee, WI

- **Financial Oversight & Budget Management:** Lead financial operations, including the preparation and management of annual budgets, expense allocations, and compliance with institutional financial policies and procedures. Provide financial insights to leadership for informed decision-making.
- **Strategic Planning & Business Development:** Partner with executive leadership to develop and implement strategic initiatives, financial planning models, and business growth opportunities to drive institutional success.
- **Workforce & Team Leadership:** Oversee workforce planning, managing a team of eight administrative staff. Direct recruitment, staffing, performance management, and employee relations while ensuring compliance with HR policies and fostering a high-performance culture.
- **Grants & Contract Administration:** Administer pre- and post-award grant and contract processes for 38 faculty members. Ensure proper communication with Principal Investigators (PIs) and support staff to maintain compliance and financial integrity.
- **Executive Liaison & Leadership:** Serve as a key liaison to executive leadership, participating in high-level committees such as the Administrative Leadership Group and the Community Involvement Committee to drive organizational initiatives.
- **Operational & Policy Compliance:** Oversee day-to-day operational activities, ensuring alignment with institutional policies and procedures. Implement office policies to enhance efficiency and compliance across departments.
- **Financial & Expense Management:** Monitor and approve expenditures, ensuring proper allocation of funds in accordance with budgetary guidelines. Contribute to cost-saving strategies and financial efficiency initiatives.
- **Education & Program Development:** Lead the development of educational programs within the Institute for Health & Humanity, including the creation of a tuition profitability model to enhance financial sustainability.
- **Committee Leadership & Institutional Engagement:** Actively contribute to institutional governance, serving on multiple committees focused on financial management, expense control, research operations, and community engagement.
- **Event & Community Engagement Management:** Plan and coordinate internal and external meetings, site visits, and special events. Serve as a liaison to community organizations, strengthening partnerships and outreach initiatives.

Director of Finance and Administration – Dean for Research, Georgetown University Medical Center (December 2010 – May 2014), Washington, DC

- **Strategic Leadership & Research Administration:** Served as a senior management team member responsible for planning, organizing, and overseeing the operational and administrative functions of the medical center's research enterprise. Led financial and strategic planning, business development, contract negotiations, human resources, procurement, compliance, facilities, IT, risk management, and financial sustainability for clinical departments and research centers.
- **Financial Oversight & Compliance:** Managed a \$75M annual operating budget for the clinical research enterprise, ensuring regulatory and compliance adherence while optimizing resource allocation to enhance research outcomes.
- **Financial Planning & Forecasting:** Assessed the financial position of 24 clinical departments and centers, providing long-term financial forecasting and analyzing the impact of policy changes, funding constraints, and strategic initiatives to ensure fiscal stability.
- **Executive Collaboration & Capital Planning:** Partnered directly with the Dean for Research, CFO/CBO, Department Chairs, and faculty on capital planning, funding strategies, and operational efficiencies to support research growth and sustainability.
- **Financial Controls & Policy Implementation:** Led the re-establishment of financial controls by training and implementing new medical center policies related to finance, compensation, budgeting, reimbursement, procurement, and internal controls.

- **Researcher Financial Advisory:** Provided financial education and strategic guidance to clinical researchers, supporting them in setting and achieving financial objectives that align with the clinical research enterprise's goals.
- **Team Leadership & Talent Development:** Recruited, developed, and managed a team of seven research administrators, a human resource coordinator, and support staff, with indirect leadership over nine additional administrators.
- **Sector-Based Financial Training:** Designed and delivered targeted financial training programs for faculty and staff, focusing on key financial processes and research administration best practices.

Administrator – Department of Family Medicine, Georgetown University Hospital (November 2003 – November 2010), Washington, DC

- **Comprehensive Budget Management:** Directed fiscal operations for a multi-million-dollar budget, overseeing operational, clinical, research, discretionary, and endowment funds to ensure financial integrity and strategic allocation.
- **Grant & Contract Administration:** Managed pre- and post-award grant and contract administration, securing funding opportunities and ensuring compliance with institutional and sponsor regulations.
- **Program Development & Research Support:** Identified departmental program needs and implemented services supporting research and pre-doctoral training initiatives.
- **Financial Monitoring & Forecasting:** Budgeted, monitored, and reconciled financials, ensuring accuracy and alignment with organizational financial strategies. Conducted long-term forecasting for equipment, acquisitions, contracts, space planning, and technology investments.
- **Human Resources & Staffing Oversight:** Reviewed faculty and non-faculty staffing needs, overseeing recruitment, hiring, and terminations to maintain a well-functioning department.
- **Process Improvement & Staff Development:** Trained and developed administrative staff, implemented workflow optimization strategies, and led problem-solving initiatives to enhance operational efficiency.
- **Policy & Procedure Development:** Designed and implemented new departmental policies to improve administrative and financial processes, ensuring alignment with institutional goals and regulatory requirements.

Administrator – Department of Emergency Medicine, Georgetown University Hospital (December 2000 – October 2003), Washington, DC

- **Federal Grant & Contract Management:** Oversaw federal grants and contracts related to emergency preparedness initiatives, including large-scale capital projects, ensuring compliance and effective fund utilization.
- **Key Emergency Preparedness Liaison:** Served as the primary point of contact for emergency preparedness across a workforce of 4,000+ employees, coordinating response strategies and ensuring organizational readiness.
- **Budget Development & Financial Oversight:** Formulated, implemented, and managed operational and capital budgets, ensuring efficient resource allocation to support emergency preparedness initiatives.
- **Revenue & Financial Forecasting:** Monitored patient collection activities and conducted financial forecasting to assess future patient revenue trends and their impact on emergency preparedness funding.
- **Emergency Preparedness Training & Compliance:** Designed and conducted training programs for hospital faculty and staff, covering critical emergency response procedures, including fit-testing, decontamination protocols, and crisis communication strategies to enhance hospital-wide preparedness.

EDUCATION:

State University of New York at Buffalo

- BS – Clinical Laboratory Science
- Minor in Chemistry
- Graduated Magna Cum Laude

University of Wisconsin Madison

- BA – Communication Arts: Film & Rhetoric
- Minor in Spanish

Certificate: Cornell Management Institute Training, August 2013
Certificate: Lubar Business School Executive Program Leadership Academy

Graduate Level Courses Completed: Marketing, Constitutional Law, Commercial Law, Business Statistics, Criminology, Native American Studies, Exercise Science

Attended the NCURA (National Council of University Research Administrators) national conference since 2005, as well as other affiliated regional conferences; presenter for CRA development, and department level compliance discussion groups; present nationally, regionally, and locally

COMPUTER SKILLS:

MS Excel, Word, PowerPoint, Outlook, OneNote, Oracle, RMS, PeopleFluent, QlickView, PeopleSoft, Workday, Skype, WhatsApp, Zoom, WebEx, MS Teams, ChatGPT, CoPilot, SiteCore web development app; worked on dual Apple/Dell platforms for multiple years; promoter of efficient communication through technology

POINTS OF INTEREST:

- Certified Research Administrator, 2011; recertified 2017
- Presenter at NCURA Region II Conference, March 2012, Region IV April 2019, May 2022, April 2023, April 2024, May 2025
- Presenter at NCURA FRA Conference 2015, NCURA National 2015, 2017, 2018, 2019, 2025
- NCURA Region IV MOO Mentor 2020-2023, 2025
- AAMC General Business Administration Mentee 2020-2021
- National Council of University Research Administrators member since 2005
- NCURA Region IV Board Secretary and Executive Committee Member 2024 - Present
- NCURA Region IV Board Member 2020-2022 Member at Large
- NCURA Region IV Communication Committee Member 2020 – Present
- NCURA Region IV Awards Committee Co-Chair 2025 – Present
- NCURA Region IV DEI Committee 2023 – 2024
- MCW LGBTQ+ Employee Resource Group 2020 – 2025
- MCW Administrative Leadership Group Planning Committee 2019 – 2023
- MCW Cafeteria Committee 2017 - 2020
- Home Owner Association Board Member and President 2001 to December 2004
- Former Board-Certified Medical Technologist – American Society of Clinical Pathologists 1998 -2008